



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 06-02-2023

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0403 0403 DBS2100000002 3	Procurement Folder:	834305
Document Name:	Visual Language Professionals LLC - Video Remote Interpreter	Reason for Modification:	
Document Description:	American Sign Language Video Remote Interpreting at the WVSD	Change Order 02 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-05-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-14

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000037424	Requestor Name:	Tabitha J Crist			
VISUAL LANGUAGE PROFESSIONALS LLC		Requestor Phone:	(304) 822-4810			
957 E NASA PKWY #914		Requestor Email:	tabitha.crist@k12.wv.us			
HOUSTON	TX	77058	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION</div>			
US						
Vendor Contact Phone:	8164900807	Extension:				
Discount Details:						
	Discount Allowed	Discount Percentage	Discount Days			
#1	No	0.0000	0			
#2	No					
#3	No					
#4	No					

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST
ROMNEY WV 26757-1894	ROMNEY WV 26757-1894
US	US

Total Order Amount: _____ **Open End**

Purchasing Division's File Copy

ENTERED

JA 6-6-2023

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mindy Ault 6/06/2023*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler
 DATE: *6/12/2023*
 ELECTRONIC SIGNATURE ON FILE

6/12/2023

Extended Description:

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective Date: 05/15/2023 through 05/14/2024

Renewals Remaining: ZERO (0)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82112067			HOUR	64.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Video Remote Sign language interpretation service

Extended Description:



The West Virginia Schools for the Deaf and the Blind

Established 1870
301 EAST MAIN STREET
ROMNEY, WEST VIRGINIA 26757
Telephone - 304-822-4800

May 1, 2023

Visual Language Professionals, LLC
957 E. NASA Pkwy
Houston, TX 77058

Subject: CMA 0403 DBS 2100000002 – American Sign Language Video Remote Interpreters – Renewal Letter

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are May 15, 2023 through May 14, 2024. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 0 (zero)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist
CFO
West Virginia School for the Deaf and Blind

**Vendor signature required below*

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Cathy Neuman

Vendor Name / Signature

05/30/2023

Date

Manager Strategic Partnerships

Title



The West Virginia Schools for the Deaf and the Blind

Established 1870
301 EAST MAIN STREET
ROMNEY, WEST VIRGINIA 26757
Telephone - 304-822-4800

*OK
MuntAg
6/06/2023*

To: Josh Hager, Senior Buyer, West Virginia Purchasing Division

From: Tabitha Crist, CFO, West Virginia Schools for the Deaf and the Blind *TJC*

Date: May 30, 2023

Subject: CMA DBS 21 002 – American Sign Language Video Remote Interpreters – Backdate Justification

I emailed the renewal letter on May 1, 2023. However, the email did not send and remained in my outbox. The company called and asked about the renewal letter on May 30, 2023. I realized the issue and promptly sent the letter.